



Clean School Bus Program

Propane School Bus Application

October 2021

The Virginia Department of Environmental Quality (DEQ) will award up to \$1,079,854 to Virginia public schools from the Volkswagen Environmental Mitigation Trust Agreement for State Beneficiaries (State Trust) to replace 2009 model year or older diesel school buses with new propane buses through a competitive application process.

Applicants may apply for up to \$15,000 per propane school bus to offset the cost difference between a new propane school bus and an equivalent diesel school bus. This funding can be used for the purchase of the propane bus. Note that State Trust funds cannot be used for the purchase of propane fueling infrastructure.

An applicant may submit only one application for a minimum of two (2) or a maximum of 10 propane buses. If the applicant submitted an application for battery electric buses, the application for propane buses will not be considered for funding.

Completed applications must be electronically submitted to VWmitigation@DEQ.virginia.gov by 5 p.m. on Feb. 1, 2022.

Applicants must complete all sections of the competitive funding application for Type C propane buses, including all supplemental documentation as specified in this application and attachments. Late or incomplete applications will not be considered. Applicants may submit responses to the application in a separate Word or PDF file. The applicant must submit the required Project Budget and Fleet Data Spreadsheet as an Excel (.xlsx) file. In addition to any required attachments to the application, applicants may also submit additional information to support their application if needed. DEQ may contact applicants for clarification and/or additional information.

Send questions regarding the application to VWmitigation@DEQ.virginia.gov.

Applicant Information

Virginia public school division name	
Street address	
City/county, state, zip code	
Contact name	
Title/position	
Phone number	
Email address	

Project Information

Your application package should include a narrative document (Word or PDF) that details each of the below sections and elements, and includes required attachments as listed below.

Project description	<p>Provide total number of new propane buses requested.</p> <p>Describe differences, if any, between how each new propane bus will be used compared to how each diesel bus is currently used.</p> <p>Identify the current number of propane buses in the fleet.</p> <p>Describe why replacing diesel buses with propane buses is a better local solution than electric buses at this time.</p> <p>Describe in detail how the propane buses will be fueled, including propane fueling infrastructure in place or process for securing propane fueling infrastructure and fuel and when it will be in place. Discuss whether propane infrastructure is or will be provided by the propane vendor at no-up front cost to the school district or if the school district is responsible for the cost of fueling infrastructure.</p> <p>Describe the school district's commitment beyond this funding to continue to replace diesel buses with near zero or battery electric buses.</p> <p>Describe training for maintenance staff and bus drivers on new propane school buses and propane refueling infrastructure.</p> <p>This is a reimbursement program. Describe how the applicant will cover all project costs prior to reimbursement of eligible project costs.</p> <p>Attach a scanned copy of each title and registration for each diesel bus to be replaced. Note: A diesel school bus with an active lien-holder does not qualify in this program.</p> <p>Please note that DEQ may select parts of a proposal for funding and may offer to fund less than the amount requested in the application. Describe the capacity to scale project down if requesting multiple vehicles.</p>
Project timeline	Provide a timeline that shows the chronological order in which the critical project activities will be completed within 18 months or less.
Project Budget and Fleet Data Spreadsheet	Complete the Project Budget and Fleet Data Spreadsheet and submit as a separate Excel file (.xlsx) with your application (see Attachment A-2).
Documentation of costs	Provide a copy of bid, contract pages, or detailed cost estimate(s) from the vendor from whom the applicant intends to purchase propane buses. If purchasing propane buses from a current public contract, applicant must provide actual pricing for buses that the applicant intends to purchase. If awarded funding, the applicant understands that this program is reimbursement based and that DEQ will not increase the funding above the original award amount.
Scrappage of diesel buses	State Trust funds are provided after the replacement has occurred, the replaced bus has been appropriately scrapped, and sufficient evidence has been provided to DEQ. Describe the applicant's ability to support scrappage of the diesel bus(s) targeted for replacement, including ability to provide documentation of scrappage.

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School Board Resolution	Submit a copy of the public school board resolution authorizing the applicant to apply for and to sign certain assurances with respect to the application for the Clean School Bus Program partially funded with Volkswagen Environmental Mitigation Trust for State Beneficiaries (see Attachment C-Sample School Board Resolution).
<p>By signing, I certify that the diesel school buses proposed for replacement are operational and currently used for transporting students, and are owned by the applicant.</p> <p>By signing, I certify the statements and information provided in this application and appendices are true and accurate to the best of my knowledge.</p> <p>By signing, I understand that the jurisdiction's public procurement and contracting law must be followed and that the applicant is responsible for paying all project costs prior to reimbursement.</p> <p>By signing, and if selected for funding, I certify that:</p> <ol style="list-style-type: none"> 1. Project costs including the local share not covered by the State Trust have been authorized, approved, and budgeted and will be provisioned; 2. Project expenses will be compliant with the jurisdiction's public procurement and contracting policies; 3. New propane school buses will be owned and operated by the school district for a minimum of 10 years; 4. New propane buses will be registered, operated, and maintained in accordance with manufacturer specifications; 5. Maintenance staff and bus drivers will be trained on the new technology; 6. Appropriate propane fueling infrastructure will be in place to fuel new propane buses; 7. I understand if expense and scrap documentation is not provided as requested, expenses will not be eligible for reimbursement; and 8. All documentation requested and required for reimbursement from the State Trust will be provided. 	
Authorized representative name	
Authorized representative signature	
Title	
Date	